

Buckland Board of Health  
 Meeting Minutes  
 Tuesday, June 2, 2020 6:30 p.m.  
 Meeting Held Via ZOOM

## AGENDA

1. Open the meeting.
2. Variance request - Maria Topitzer, Lyonsville Farm CSA
3. Health Agent report - Randy or Lisa DB.
4. COVID 19/BOH Response: information and updates -
  1. Cases in Buckland - update.
  2. Re-opening, Phase 1 - update.
  3. Re-opening, Phase 2 - planning - restaurants and lodging.
  4. Town Meeting planning.
  5. Other as needed.
5. Review minutes of previous meeting(s) and approve.
6. Review/process mail - Marti or Terry will collect from Town Hall.
7. Any other items not reasonably anticipated by Chairman 48 hours prior to meeting.
8. Public comment.
9. Adjourn the meeting.

## ATTENDEES

Richard Warner - Board of Health Chairman  
 Terry Estes - Board of Health Member  
 Marti Taft-Ferguson - Board of Health Member  
 Randy Crochier - Health Agent  
 Mary Bolduc - Boards' Clerk

## MEETING

1. Open the meeting - Meeting opened at 6:30 p.m
2. Variance request - Maria Topitzer, Lyonsville Farm CSA -
  1. Maria sent Marti an email detailing her plans and is willing to do whatever is necessary to be in compliance. Included in her plan are:
    1. Pre-bagged salad greens.
    2. Single-use bags.
    3. Hand washing station.
    4. Pertinent signage.
    5. Marks to indicate proper social distancing.
    6. Produce to be in bins with lids and kept under cover.
    7. White board will list produce availability, then CSA member can fill large or small bag, size depending on membership.

2. Marti expressed her concern for farmers market and related business guidelines being burdensome to farmers. Though their produce is subject to less handling vs that in a large grocery store, they are restricted by much more stringent guidelines. She felt some leeway could be granted. Randy offered that could be achieved by choosing degree of enforcement.
3. Randy expressed initial concern about bins with lids - did they cause too much touching as opposed to open bins? Could covers be left open? Brief discussion on bins, open or closed.
4. Maria has historically let customers cut their own flowers and herbs. Can that still be offered? Discussion followed about sanitizing clippers for "cut your own", and if that can be accomplished, then Maria can proceed. Signage must be specific.
5. Governor's orders do not deal with CSA's specifically. Marti will continue to work with Maria.
3. Health Agent report, Randy or Lisa DB -
  1. Randy reported as follows:
    1. May was relatively quiet in Buckland. Activity included one Title 5 and an emergency beaver permit.
    2. Re COVID, more signs were put out. More are available and will be distributed as businesses open.
    3. Last two positives reported (COVID) were serology reports. Did they count as new cases for Buckland? Lisa White to send information on how to interpret serology reports.
    4. Phase 2 scheduled to begin on Monday (June 8). Businesses will self-certify and compliance/non-compliance will be complaint driven.
    5. Randy gave brief review of social distancing, face covering regulations, and seating limitations.
    6. Cannot just have a cocktail at an eating establishment, must have food. Any variations in liquor license restrictions /allowances are at the discretion of the select board.
    7. Marti reported on Task Force conversation regarding use of sidewalks for outdoor dining, and the fact that it would violate ADA. The possibility of securing parking spaces for designated dining areas was raised, but emergency personnel had reservations. Brief discussion followed. Heather is to approach select-board to address sidewalk/parking space usage for outdoor dining.
    8. Randy summarized situation of eateries on Shelburne side of bridge, reporting they are much the same as Buckland.
    9. Lisa White and Carolyn Shores Ness held a meeting with NMH and DA to discuss contact tracing. Board discussion on pros/cons of such involvement.
    10. Cindy Schwartz has inquired about opening pavilion and play structure areas of Buckland Recreation Area. Play structures should be covered in Phase 3, while Phase 2 includes use of the pavilion. When events are allowed, most likely only family units will be registered.



11. Marti asked Randy about Serve Safe certifications/renewals. Randy currently has no time to conduct a class, but will proctor an online test should someone elect that option. Last class he held was at NMH in March 2020.
12. Rich asked Randy if there had been any follow up on Mohawk's graduation exercises. Rich had heard positive reviews and Randy concurred.
13. Regarding parades for graduates, or any other class celebrating a milestone (i.e, 6th graders progressing to middle school), Randy emphasized the need for greater distancing if there is going to be yelling, cheering, etc.
4. COVID-19/BOH Response -
  1. Cases in Buckland, update - Covered in Health Agent's report regarding serology positives. Marti calculated that brought Buckland total to 10 cases; Rich agreed.
  2. Reopening Phase 1 update - Nothing specific to Phase 1.
  3. Reopening Phase 2, planning: restaurants and lodging - Discussed as part of discussions during Health Agent's report.
  4. Town Meeting planning - Various formats for an outdoor town meeting were offered. Discussion followed on procedure and signage. Perhaps Mohawk could post date and time on their outdoor message board. Buckland Library and local churches also mentioned as possibilities to get the word out.
    1. Phoebe will do a walk-thru on June 3 at 4:00 p.m. in MTRS parking lot. Will figure out logistics of social distancing. Marti has sketch of proposed set up and forwarded to Rich and Terry. Randy said he would attend walk-thru.
    2. Heather is putting out more information on voting remotely for elections.
  5. Other as needed -
    1. There are still questions regarding tag sales. Though they continue to not be allowed, that is hard to enforce. Randy suggested that BOH members carry related literature with them and stop to hand out if they happen upon a yard sale.
    2. St. Joseph's Catholic Church has re-opened. Priest has a good plan for social distancing and other COVID regulations, but is concerned about air conditioning. He would rather conduct mass outside if necessary as opposed to indoors with AC. Marti has found no hard information related to air conditioning impacts on COVID, but will continue to research.
    3. Mary Lyon Church is not yet open for religious services.
    4. Seventh Day Adventist Church has no phone or web presence and currently, no pastor. Marti dropped in on a Saturday morning and found a small gathering. Windows were open but attendees were not adhering to masking or distancing protocols.
    5. Marti asked Randy if businesses are learning to self certify, mentioning that a local hairdresser was unaware of self certification. Randy has been sending out information and links regarding certification. He reiterated that since process is complaint driven, health agent or BOH

members will most likely not be aware of non-compliance until a complaint is made.

5. Review minutes of previous meeting(s) and approve - Board members reviewed minutes from May 19, 2020 BOH meeting. Terry moved to approve minutes, seconded by Marti. Vote to approve was unanimous.
6. Review/process mail; Marti or Terry will collect from Town Hall - N/A
7. Any other items not reasonably anticipated by Chair 48 hours prior to meeting -
  1. Terry commented on Randy's email regarding burning in the village, noting that the wording is consistent with other area towns. Subject to be agenda item for next meeting.
  2. New tobacco regulations went into effect on June 1, 2020.
  3. Marti received a phone call on beavers and giardia and is following up.
  4. There is money available through the Cares Act. Task Force and BOH do not generally address money matters, but Phoebe is asking for some of the funds to cover extra FRCOG expenses due to COVID.
8. Public comment - N/A
9. Adjourn the meeting - Rich moved to adjourn seconded by Terry. Vote in favor of motion was unanimous. Meeting adjourned at 7:40 p.m.

Respectfully Submitted by Mary Bolduc, Boards' Clerk, July 7, 2020

*Approved by:*

*Jung A. Eide*  
*[Signature]*

*7/15/2020*  
*07-15-20*



## Drive-In Town Meeting Procedures --- updated 6/1/20

Next step: Falls Cable, Herb, Jim Hicks join Phoebe and Robin in early June for meeting onsite. Phoebe to invite BOH.

Arrangement: (see schematic)

Cars enter driveway nearest track from 112, sign in at end near rotunda, then drive into their spots.

Trucks parked in row nearest track, cars in front of them.

Everyone stays in their parking spot, whether in or out of car.

Head Table on verge with backs to driveway to school

Non-registered voters parked facing 112 in the driveway nearest school.

Signs needed printed out

- Select Board  
Town Clerk
- Moderator  
Finance Committee
- Please sanitize the microphone after you speak.

Signs needed free-standing:

- VOTERS ENTER HERE
- NON--VOTERS ENTER HERE
- BUCKLAND TOWN MEETING HERE TODAY
- BUCKLAND TOWN MEETING HERE TOMORROW  
BUCKLAND TOWN MEETING HERE NEXT WEEK (W/space to write date with black tape)
- Per State Law NO IDLING
- One or more of the face mask signs.

Equipment Needed:

- Chairs for head table -- BYOC.
- Tables, as many as three or four if possible, for sound system, for the head table for Janice, tables for voter sign in/mask distribution, water
- Elevated platform/riser for Moderator
- PA system. How many mics can we have? Klondike will provide. Heather will call, and ask for FM as well. She will check on the sanitizing the mic. Will check if those parking in driveway (non-voters) will be able to hear speakers pointed the other way.
- Portapotty and handwashing station -- Heather will call
- Sun Shield for Janice -- pop up tent from Fire Station. Heather has one as well in case someone else needs it. Marti has one too.
- Music stands for SB, Moderator, Fin Comm Chair
- Cones for the drive in lane (or we could make with cars of the people at the head table. Steve and Herb have

Supplies Needed:

- Sanitizer for microphone (or bags to cover it if spraying is not advised)
- Face shields for poll workers and tellers (get early for election)
- Face masks for all who attend

- Voting Cards -- bigger and stiff.
- IF we have to have Paper Ballots -- printed Yes/No -- only good in June 2020
- The books for voters
- Water -- cold in large cooler, and Phoebe put message about bringing water in message
- Masks
- Chalk
- Sunscreen!!

#### People needed

- At least two car parkers with safety vests
- At least two mask handers outers
- 2-4 check in people (1-2 check in stations)

#### Questions

- Must we offer paper ballots? Or can we change it to a higher level of approval?
- Robin -- can we get in on Friday to stage stuff? Do you have a platform we could use?
- Can Falls Cable broadcast on an FM signal into cars? Or record it if we do?
- KP -- What finance articles do we HAVE to do to start FY21?
- If we do FM NO IDLING
- Should we consider having people be able to write their question down and give it to someone to take to mike if they'd rather not leave car?
- Need to pick a date for a Zoom pre-Town Meeting (the week before)
- What if some people come without cars? Need a spot for them near school.

### Drive-In Town Meeting Schematic:

Gym door

SCHOOL ENTRANCE

## Voter Check in

## Voter Check in

Driving lane Created By row of cars or cones	<p>Main Lot -- Cars parked in every other space</p> <p>Truck</p> <p>Car</p> <p>Truck</p> <p>Car</p> <p>Truck</p> <p>Car</p> <p>Markings for speakers    Mic</p> <p>           Select Board            Town Clerk            Moderator            (needs platform)            Fin Comm Chair         </p> <p>Car</p> <p>Truck</p> <p>Car</p> <p>Truck</p>	Grass verge	<p><b>In cars in driveway:</b>          Non-residents          Non-registered voters</p>
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Cars enter from 112



Route 112

## Sherry Clark

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**From:** Mary Bolduc <mlbolduc8@gmail.com>  
**Sent:** Tuesday, July 14, 2020 11:18 AM  
**To:** Sherry Clark  
**Subject:** Fwd: Buckland CSA and a couple of Farm stands

This is also an attachment to June 2 BOH minutes

Sent from my iPhone

Begin forwarded message:

**From:** Martha Taft-Ferguson <martifergboh@gmail.com>  
**Date:** July 6, 2020 at 8:32:11 PM EDT  
**To:** Mary Bolduc <mlbolduc8@gmail.com>  
**Subject:** FW: Buckland CSA and a couple of Farm stands

Maria's business plan, for June 2 minutes

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**From:** Maria Topitzer <lyonsvillefarm@ymail.com>  
**Sent:** Sunday, May 31, 2020 9:28 PM  
**To:** Martha Taft-Ferguson <martifergboh@gmail.com>  
**Subject:** Re: Buckland CSA and a couple of Farm stands

Hi Marti,

I can't see the content of this email for some reason, but have been brainstorming the CSA and a proposal for how it might operate. Below is a detail of what I envision.

There will be about 40 members picking up on the farm.

- I have extended the hours of pick up to 4 hours and am asking members to pick a time slot hour to try and disperse people.
- I will put up signage and markers reminding people to remain 6 feet apart.
- I was originally thinking only 1 member in the pick up area at a time (10x20 foot space) but am thinking that there might be a great enough area to allow 2 if I make sure bins are spaced far apart? This would ease up the 6 minutes currently allotted per member.
- I will have a wash area set up before entering the pick up shed with signage, water, soap, and paper towels.
- I will require masks and have clean masks to give out if needed.
- I will use disposable bags for shares.
- I am hoping to still do free choice CSA which is an aspect of my CSA that members really enjoy. I am offering to pre-pack shares to all members to accommodate those that do not feel comfortable exposing themselves on the farm and have a few people electing to do this. All the produce is in bins closed off to the air (I can also leave bins open if that is desired) and I will pre-bag salad items. .



*-One question I have is regarding U-Pick items that do not and do require tools. I am wondering if people wash their hands prior to handling the tools (for example: to cut flowers) and are masked and tools are sanitized throughout the day if that is allowable?*

I hope I covered everything.

Thanks,

Maria

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Lyonsville Farm LLC

Maria Topitzer

413-339-4393

Mailing Address:

206 Route 8A, Charlemont, MA 01339

Physical Address:

147 Ashfield Road, Buckland, MA 01338

Website: [www.lyonsvillefarm.com](http://www.lyonsvillefarm.com)

On May 28, 2020, at 1:12 PM, Martha Taft-Ferguson <[martifergboh@gmail.com](mailto:martifergboh@gmail.com)> wrote: